

## CHAPTER 21

# CITY ADMINISTRATOR

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**21.01 OFFICE ESTABLISHED.** By virtue of the authority conferred by Chapter 372, *Code of Iowa*, the office of the City Administrator for the City is hereby created.

**21.02 APPOINTMENT; TENURE; REMOVAL.** The City Council shall appoint the City Administrator, who shall be the administrative head of the municipal government and who shall be responsible for the efficient administration of all departments of the City. The City Administrator shall be appointed for an indefinite term, and appointed without regard to political beliefs. In the case of absence or disability of the City Administrator, the Deputy City Clerk shall perform the duties of the Administrator. The City Administrator may, at any time, be removed from office by a majority vote of the members of the City Council.

*(Ord. 2019-02 – Feb. 20 Supp.)*

**21.03 COMPENSATION.** The City Administrator shall receive a salary to be fixed by the Council at the time of appointment, or at such other time as the Council may determine.

**21.04 DUTIES AND POWERS GENERALLY.** The City Administrator shall perform such duties as are required by law and shall have the authority to establish and direct an organizational structure and issue administrative policies for internal operations necessary to carry out the policies of the City Council in accordance with and within the scope of the annual budget. The duties and powers of the City Administrator are as set out in this chapter, and the Administrator shall perform such other and further duties as may at any time be designated by resolution of the Council. Unless otherwise specified, the duties of the City Administrator are as follows:

1. Have and exercise all powers and duties assigned by statute and such other authority as may be granted by the Council. The City Administrator shall be charged with the enforcement of all laws and ordinances, resolutions, and Council directives, and approved operational policies.
2. Attend all meetings of the City Council, unless otherwise excused by the Mayor or Council. The City Administrator shall have the right to take part in the discussion of all matters coming before the Council, but shall not have the right to vote.
3. Recommend to the Mayor and Council such measures as the Administrator may deem necessary for the good, efficient government and for the general welfare of the City.
4. Have specific authority over, supervise, and direct all departments, offices, classifications and services, and be directly responsible to the Mayor and Council for the same, except for the office of the City Clerk. *(Ord. 2019-02 – Feb. 20 Supp.)*
5. Supervise the performance of all contracts for work and services to be done by the City, except as specified otherwise in said construction or service program; maintain an accounting of all obligations, agreements, commitments and contractual franchises

involving the City and report to the Mayor and City Council any deviations from the exact terms as specified.

6. Be authorized to direct the purchasing of all commodities, materials, supplies, capital outlay and services for all departments of the City that have been budgeted and appropriated by appropriate resolution of the Council, and enforce a program to determine that such purchases are received and are of the quality and character called for in the appropriate purchase order.

7. Require the taking of bids on all matters deemed advisable, as required by law, or as directed by the Council.

8. Enter into and execute, on behalf of the City, all contracts and agreements, when consideration does not exceed \$1,000 or less, without preliminary authorization by the City Council

9. Appoint and remove all directors of departments. No appointment shall be made upon any basis other than that of merit and fitness. The City Council has the authority to overrule these decisions.

10. In hiring employees, be responsible for obtaining applications, interviewing, and recommending candidates to the Council, subject to Council approval. All applicable provisions of civil service laws shall be followed. All employees shall perform their duties under the direction of the City Administrator, or under the direction of the superior to whom such employee is assigned. Subject to the provisions of civil service laws, the City Administrator shall recommend to suspend or discharge any employee. City Council has the authority to overrule any decision.

11. At the head of each department of the City shall be a director who shall be an officer of the City and who shall have the supervision and control of his or her respective department, subject to and under the authority of the City Administrator, which includes the Police and Fire Department. *(Ord. 2019-02 – Feb. 20 Supp.)*

12. Have the authority to temporarily employ any person for emergency purposes as deemed necessary for the welfare of the City, after declaration of state of emergency from the Mayor or City Council.

13. Supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements, and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.

14. Accept or approve, on behalf of the City, all easement documents, deeds of dedication, contract work orders and utility relocation and right-of-way certifications and agreements.

15. Approve, on behalf of the City, monetary change orders to existing contracts when the aggregate amount of the change orders does not exceed 10 percent of the base contract amount, subject to availability of funding.

16. Approve, on behalf of the City, all non-monetary change orders.

17. Conduct the business affairs of the City and cause accurate records to be kept by modern approved methods and in an efficient manner.

18. Maintain accurate and current records of all business of the departments under the City Administrator's direction, and in a form acceptable to the Council.
19. Provide administrative support and assistance to the Mayor and perform duties in coordination of all phases of municipal activity as directed by the Mayor and Council.
20. Perform such other duties as the Mayor and Council may request or delegate.

**21.05 POLITICAL ACTIVITY.** The City Administrator shall not participate directly or indirectly in the conduct of any campaign for the election or reelection of any person to the position of Council Member or Mayor. This prohibition shall not be deemed to restrict the City Administrator's right to vote or to make available public records, as provided by State law or City ordinance.

**21.06 FINANCIAL REPORTS; ANNUAL BUDGET.** In addition to those duties specified in Section 21.04, the City Administrator shall keep the Council fully advised of the financial condition of the City and shall submit to the Council, when requested, itemized financial reports in writing, and shall further prepare and submit annually to the Council the required budget for the City.